

# Alcohol and Drugs Misuse Policy

**Starfish 9 Ltd. Alcohol and Drugs Misuse Policy  
2023 - Issue 4**

(Last Review 7th Jan 2023 - Next Planned Review 26th Jan 2024)

# Alcohol and Drugs Misuse

## What this policy covers

The purpose of the policy is to set out the Company's position on drug or alcohol misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

In so doing we believe we shall be satisfying the needs and expectations of our business, employees and clients through the application of effective control measures in the use and abuse of alcohol and drugs in the workplace.

Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

## Your responsibilities

You must not be under the influence of drugs or alcohol when you report for work or during working time.

If you are taking medication or herbal remedies that may affect your work performance, or the safety, of yourself or others, you must inform your immediate supervisor as soon as possible of which medication you are taking and the possible side effects.

Supervisors notified by an employee taking medication or herbal remedies shall satisfy themselves the employee concerned is fit to work by one or a combination of the measures listed below;

- Reviewing instructions printed on the medication
- Seeking professional medical advice, or
- Utilising its Professional Advisory Service 'chemist on-call'

Those who are not sure of the effect the medication may have should in all instances seek advice from their supervisor, as once screened and a 'failed' test result is confirmed this may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

The Company reserves the right to require you to undergo testing for alcohol or drugs in certain circumstances.

## Support for alcohol or drug misuse problems

If you have, or believe you may have an alcohol or drug problem, you should inform the Company and seek medical advice before it affects your performance or conduct at work. If you come forward and seek help for an alcohol or drug problem you will be treated sympathetically and any discussions will remain confidential.

The Company will treat any absence due to drug and alcohol abuse in the same way as sickness absence on condition that you have obtained professional help and/or

are receiving treatment. However, you must not be under the influence of alcohol or drugs at work throughout this time of support.

The use, possession, storage, transportation, promotion and/or sale of illegal drugs are forbidden in any situation connected to the Company. The Company reserves the right to involve the relevant authorities if it is deemed appropriate.

You are also expected to comply with any third party site rules, policies and procedures.

## Procedure

The Company will take all reasonable steps to prevent anyone carrying out work-related activities, if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

If you are suspected to be under the influence of alcohol or drugs during working hours or on Company premises, the Company reserves the right to send you home. This type of incident may be viewed as a gross misconduct offence and dealt with under the Company's Disciplinary Procedure, which could result in dismissal without notice. If the Company has reasonable grounds to believe that you were under the influence of drugs and/or alcohol at work you will not be paid for this day.

**Name:** John Jessimer

**Signed:** 

**Position:** Managing Director

**Date:** 7 January 2023

